

18 MAR 1986

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director DDA (or Head of Independent Office)
 (Expenses over \$100.00)
 Administrative Officer, DCI

SUBJECT: Request for Approval to Incur Expenses

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1. Approval is requested to incur expenses allowed

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2. I believe the expenditure of appropriated funds is authorized for the costs for (reception, meals, coffee, other luncheon), on 26 March 1986 in EDR for the purpose of discussing the design and implementation of the Agency's Secretarial Training program with regard to new Secretarial Initiative.

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3. Designated Officials (Guests) present including their grade, title, and organizational affiliation will be:

(please see attached sheet)

4. Designated Agency Official (Host) present including their grade, title, and organizational affiliation will be:

C/Secretarial Training Branch/OTE, GS-13

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5. Other guests present including their grade, title, and organizational affiliation will be:

Secretarial Training Branch, Instructor, GS-12
 " " " , Instructor, GS-9
 " " " , Instructor, GS-12
 " " " , Instructor, GS-10
 " " " , Instructor, GS-10
 " " " , Instructor, GS-9

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$220.00.




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Office Head or Division Chief

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CONCURRENCE:


Director of Training and Education

Deputy Director or Head of Independent Office
(expenses over \$100.00)

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

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